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Weekly Report for Week Ending 20 August 1958
from
Forms Management Branch

1. Contributions

a. Tangible

- (1) Completed 18 actions requiring the printing of 434,900 copies or sets of blank forms. This represents a decrease in the number of actions and an increase in the number of copies as compared to the FY 59 weekly average of 22 actions and 391,196 copies.
- (2) Six new and 5 revised forms were approved.
- (3) A form designed for the Office of Logistics (reported last week as replacing 5 bootleg forms) has been extended in scope to include obsolescence of 2 Agency forms. [redacted]

25X1A9A

b. Intangible

- (1) In accordance with instruction from Mr. [redacted] all copies of the Machine Listing of Overseas Forms have been released with the exception of sixteen copies for Mr. [redacted] Mr. [redacted] 25X1A9A [redacted] copies are being held pending his clearance of the coordination of the Security Notice bearing on Overseas Forms. This Notice is also to be coordinated with this Branch. [redacted] 25X1A9A
- (2) A bootleg form used by OSI was redesigned and reduced in size from 8" x 14" to 8" x 5". [redacted] 25X1A9A
- (3) Evaluated four employee suggestions [redacted] 25X1A9A

2. Assignments

a. Active

- (1) Agency Chain Envelope [redacted] 25X1A9A
- (2) Seven Employee Suggestions are being evaluated. 25X1A9A
- (3) Travel Order Revision [redacted]
- (4) Eleven new and 9 revised forms are pending.
- (5) Forms aspect of the Pouch Project [redacted] 25X1A9A
- (6) Printing Services Division Survey [redacted]

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[redacted]
Acting Chief, Forms Management Branch

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